

STATEMENT OF WORK

A. BACKGROUND INFORMATION

The National Library of Medicine (NLM) and the National Institutes of Health (NIH) recognize that it is critical to establish relationships with organizations that encourage and foster communication and information access. A major effort to enhance understanding of information needs, resources, and services began in June 1993 when NLM and the NIH Office of AIDS Research (OAR) cosponsored a conference that brought together users of NIH information resources including health care providers, scientists, information specialists, journalists, and members of the community affected by HIV/AIDS. The purpose of the conference was to review the various HIV/AIDS information services, assess current efforts with respect to needs, and identify additional needs. The resultant recommendations were widely circulated and continue to be utilized for planning and informational purposes. The conference report is available on the NLM AIDS Web Site <http://www.sis.nlm.nih.gov/hiv/nihrpt.pdf>.

Patients and the affected community want access to the most up-to-date and accurate health information to manage their care and make informed decisions about their health. Health care providers and health educators also need access to the most current information to provide the highest quality of care. Information access disparities exist in many communities that are affected by the digital divide. NLM is committed to assisting community-based organizations in accessing the spectrum of information resources and services that are currently available.

As a result of the recommendations made during the conference, the National Library of Medicine issued a Request for Quotations (RFQ) for AIDS Community Information Outreach projects in May of 1994. Between 1995 and 2005, similar solicitations were issued (see http://sis.nlm.nih.gov/outreach/aids_cio_projects.html for a list of past award recipients). The goal of the AIDS Community Information Outreach funding is to improve access to HIV/AIDS related health information by patients, the affected community, and their caregivers. NLM has continued to issue this solicitation into the year 2006 and has awarded over 190 organizations with funding in an effort to eliminate disparity of information access in the HIV/AIDS Community.

B. PURPOSE AND OBJECTIVES

The purpose of the AIDS Community Information Outreach project is to design local programs for improving HIV/AIDS health information access for patients and the affected community as well as their caregivers and the general public. Emphasis is on providing information or access to health and medical information in a way meaningful to the target community.

Projects must involve one or more of the following information access categories:

1. Information Retrieval: To provide or improve access to electronic AIDS- and other health-related information resources by the organization or by the clients

they serve and to implement access to state-of-the-art AIDS-related information tools via the Internet. This may require the purchase of hardware (computer equipment), software, or contractual relationships necessary to obtain a connection to the Internet for the purpose of accessing AIDS-related information or sharing AIDS-related information;

2. Skills Development: Training to develop skills in accessing or using HIV/AIDS-related information including the use of online databases and general AIDS information resources in order to improve services and benefit the community. This may include training for the staff of the agency, development of training programs for clients and patrons, training programs for other agencies, etc. ;
3. Resource Development: To support an organization to meet the needs of their clients or communities by developing specific educational or informational materials such as culturally or language specific fact sheets, bibliographies, guides or other products; and/ or
4. Document Access: Access to HIV/AIDS-related documents and other types of health information. This may include the development of connections with local health sciences libraries to obtain use of their collections, to procure interlibrary loan services, etc.

NLM is particularly interested in involving the affected community in the development of these new programs. Emphasis will be placed upon the following types of organizations or arrangements for developing these programs:

1. Community-based organizations (CBO) or patient advocacy groups currently providing AIDS-related services to the affected community. This encompasses both individual groups wishing to enhance their own services, as well as several cooperating for the purpose of this project;
2. Public Libraries wishing to serve their communities in the provision of AIDS-related information and resources;
3. Health departments or other local, municipal, or state agencies working to improve the public health;
4. Faith-based organizations currently providing AIDS-related services to the affected community; and/or
5. Multi-type consortia of the above listed organizations that may be in existence or formed specifically for this project. This consortium should include at least one of the groups listed above in the management of the project, but may include other types of agencies, such as health sciences libraries, that may be able to provide expertise and resources for the project. Where necessary, formation of consortia for the purpose of carrying out an NLM-supported project is strongly encouraged.

C. **AWARDS**

NLM offers two categories of awards:

1. Standard award with a maximum value of \$50,000. A full, detailed proposal must be submitted. The award may be for a new project or the continuation or expansion of a project previously funded by NLM.
2. Express award with a maximum value of \$10,000. An application for NLM AIDS Community Outreach Project Express Award must be submitted. An express award may be for a new project or for the continuation or expansion of a project previously funded by NLM.

The Standard and Express categories will be technically evaluated by separate review panels. NLM anticipates making multiple awards in each category depending upon the number and quality of proposals received. NLM anticipates making the following number of awards:

Category 1 – Standard award: 2 – 8 awards

Category 2 – Express award: 5 – 30 awards

D. PERIOD OF PERFORMANCE

The period of performance shall be up to eighteen (18) months from the date the project begins. Awards will be made no later than September 29, 2006.

E. REPORTING REQUIREMENTS

During the course of the project, the contractor shall prepare and submit the following reports:

STANDARD AWARD

1. Quarterly Reports: Include a narrative description of the activities during the reporting period and the activities planned for the ensuing reporting period. As a minimum, this report shall include progress toward the major objectives of the project and any problems encountered and steps taken to resolve them.
2. Final Report: Include a narrative summary of the project's accomplishments; copies of all materials developed as part of the project; any evaluation and measurable impact upon the community targeted. The final report shall be submitted on or before the tenth day after the end of the performance period and be submitted in the format contained in Attachment K: Final Report.

EXPRESS AWARD

1. Mid-project Report: After nine months or half way through the project, a narrative report shall be submitted to NLM. This report shall include a description of the progress made toward achieving the major objectives of the project and any problems encountered as well as steps taken to resolve them.

2. **Final Report:** Include a narrative summary of the project's accomplishments; copies of all materials developed as part of the project; any evaluation and measurable impact upon the community targeted. The final report shall be submitted on or before the tenth day after the end of the performance period and be submitted in the format contained in Attachment K: Final Report.

F. EVALUATION: EXPRESS & STANDARD AWARDS

NLM anticipates performing an overall evaluation of the effectiveness of this procurement. All contractors are required to participate fully in this evaluation. The evaluation may take one or more of the following forms: a site visit by an NLM representative, written or verbal responses to NLM inquiries, a symposium held at NLM or other sites which will require presentations and discussions by the project directors, and others to be determined later.

G. DELIVERABLES

THE FOLLOWING SECTIONS OF DELIVERY/REPORTING SCHEDULE AND GOVERNMENT PROPERTY WILL TAKE EFFECT UPON AWARD OF THE PURCHASE ORDER

******REPORTING SCHEDULE WILL BE COMPLETED UPON AWARD OF THE PURCHASE ORDER******

1. After the award date, the Contractor shall deliver the following items to the Contracting Officer or the duly authorized representative in accordance with the delivery schedule set forth below:

Item	Description	Reporting Period	Delivery Date
(aa)	Materials developed as a result of the project		
(bb)	Demonstration and copy of any software developed to improve access to HIV/AIDS-related information		
(cc)	Quarterly Reports with updated matrices (STANDARD AWARD) or Midproject Report (EXPRESS AWARD)		
(dd)	Final Report with		

- completed matrices
- (ee) NLM Evaluation
- (ff) Publicity received by the project in any media such as newspapers, local television news, newsletters, etc.
- (gg) Pictures or photographs of project activities or personnel involved in the project along with releases permitting NLM to use these pictures in reports, on the web or in other NLM materials

2. Copies of Reports

Copies of the above items shall be addressed and delivered to the following individuals in the quantities specified below:

<u>Report</u>	<u># of Copies</u>	<u>Addressee</u>
Quarterly Reports	1	NAMED AT TIME OF AWARD
Final Report	2	Project Officer National Library of Medicine 6707 Democracy Blvd., Suite 510 Bethesda, Maryland 20892-5467
Final Report	1	Robin Hope-Williams Contracting Officer Office of Acquisitions Management National Library of Medicine 8600 Rockville Pike Building 38A, Room B1N20 Bethesda, Maryland 20894

H. GOVERNMENT PROPERTY

- After the contract is awarded, the Contractor shall furnish to the Contracting Officer or his/her representative, price quotations from three (3) individual small businesses for any equipment to be purchased as a part of the contract. The Contractor shall also furnish any justifications to document why a particular

brand of equipment was selected. Upon receipt of the three (3) price quotations the Contracting Officer shall submit to the Contractor his/her approval of the equipment purchase in writing.

2. Contractor-Acquired Government Property

a. FOR EDUCATIONAL OR NON-PROFIT INSTITUTIONS.

Pursuant to the FAR Clause 52.245-2, GOVERNMENT PROPERTY with Alternate II (Jul. 1985), incorporated in this purchase order as Attachment 1, The contractor is hereby authorized to acquire the property for use in direct performance of the purchase order, upon receipt of the Contracting Officer's written approval, based on Contractor-furnished prices and evidence of competition. This purchase order is with an educational or nonprofit institution whose primary purpose in the conduct of scientific research. Therefore, in accordance with the Clause, GOVERNMENT PROPERTY, title to equipment shall vest in the Contractor; The Government reserves the right to direct transfer of the title to the equipment to the Government or to a third party within twelve months after completion or termination of the purchase order. The transfer of title to such equipment to the Government or to a third party shall not be the basis for any claim against the Government by the Contractor.

b. FOR COMMERCIAL OR FOR PROFIT INSTITUTIONS

Pursuant to the FAR Clause 52.245-2 GOVERNMENT PROPERTY, incorporated in this purchase order as Attachment 1, the Contractor will be authorized to acquire the property for use in direct performance of the purchase order, upon receipt of the Contracting Officer's written approval, based on Contractor-furnished prices and evidence of competition.